2010/2011 Performance &
Salary Review Timetable

Month	Performance Review Activity	Salary Review Activity
July	1st - Begin Performance Review process - Employees write Accomplishment Reports	16th - Deadline for Promotion Month end - Any Adjustment recommendations or title changes that may affect employees' zones.
August	Accomplishment Reports - Initial discussions - Review document completion - Obtain 2nd level review & approvals	By month end - Web-based presentation on FY11 Salary Review Process available By month end - Complete Excel Spreadsheets, Salary Review Increase Matrix & Guidelines/Conventions to D/S/C Offices.
September	Week of 13th - Begin communicating Performance & Salary Review outcomes to employees	1st – Spreadsheets available for use by D/S/C/ Offices. 21st - All D/S/C pay increase spreadsheets returned to HRS/Comp; resolve outstanding issues; ensure expenditure totals are within expected tolerances. No later than 30th - Deliver Payroll Authorizations to D/S/C Offices.
October	4th - Deadline for Review discussions with non-exempt employees 20th - Deadline for Review discussions with exempt employees 29th - All Review documents (completed & signed) to Employee Relations	1st - Pay increases implemented into Peoplesoft (HR and Payroll databases) 29th - DOE pay increase expenditure report for FY10 and FY11 Salary Review completed.